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**James A. Carder**  
Director  
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## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** October 14, 2003  
**RE:** CONUS Rates

Below is a link to new CONUS rates issued by GSA, effective for travel on or after October 1, 2003. These guidelines can be used when reviewing reimbursement requests for travel expenses incurred during or after October 2003.

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d.html>

On the left side of the page is a link to the meal (breakfast/lunch/dinner) breakdown. Click on M & IE Breakdown.

The link to the travel rates prior to 10/1/03 are still on the web at the following address:

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html>

If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator, will contact OA/Accounting if assistance is needed.